

**Palomar College**  
**Early Childhood Education Lab School**  
**General Observation Guidelines**

Palomar College Early Childhood Education Lab School (both sites, San Marcos and Escondido) welcome visitors and observers from classes in Child Development, Psychology, Nursing, Dental Assisting, Emergency Medical Education, and other applicable fields.

**Before any observation, you are required to read, sign, and present a Statement of Commitment and Confidentiality. Your professor will provide you with this document or you can download it from the Department web page <http://www2.palomar.edu/pages/childdevelopment/>. Once you sign the Statement of Commitment and Confidentiality, you will receive a sticker from your instructor to place on your ID card. Once you have the sticker, you don't need to sign the form again. You must wear your Palomar College Student ID (Activity) Card at ALL times while at the Lab School.**

**Follow the Lab School sign-in procedures. You will need to sign-in AND sign-out on the sign-in sheets at the front office of the Lab School (where you enter). Don't forget to sign-out when you are done. The ECE Lab School is a NO CELL PHONES Zone!! Please do not even bring it with you.**

**DO NOT CALL THE ECE LAB SCHOOL- READ FIRST**

- 1.) If you need to observe a group of children, **you DO NOT need to call the Lab School or teacher before your observation.** In San Marcos, nap time is generally between 12:00 PM and 3:00 PM. You cannot observe during this time. See below for more information on hours of operation.
- 2.) Once in the classroom, find an unobtrusive place to sit and observe. Use a soft voice and move quietly. Child size chairs are more appropriate than adult size. Also, sitting on the floor is always an option. Basically, you need to "blend into the woodwork". Your purpose is for observation, so if a child wants to play with you, you can say, "I am doing my homework right now, so I can't play." The teachers will assist children and redirect them to an activity if this continues to occur. You are expected to take direction and guidance from the classroom teachers. You will be asked to leave the classroom or yard area if your behavior is disruptive or disrespectful.
- 3.) Feel free to ask the teacher any questions, **but please do not interrupt the schedule.** Any questions should be asked when she is away from the children, i.e. lunch, prep/planning time... Please ask the lab teacher her preference for discussion time.
- 4.) Seek data that is factual and try not to interpret the facts until enough information has been gathered.
- 5.) Please bring in only what you need for your observation. (Large backpacks and bags should not be brought into the classroom and cause a distraction.) **NO CELL PHONES!!**

<b>Building/Room</b>	<b>Hours of operation</b>
Office	7:30 AM to 5:00 PM
All San Marcos Classroom Hours	7:30 AM to 5:00 PM (nap time 12-3 PM)
Room 7- ESC	8:15-11:30 AM & 12:45-4:00 PM (no naps)
Room 8- ESC	8:30-11:45 AM & 1:00-4:15 PM (no naps)

**The Lab Schools are here as a learning facility for Palomar College students. Please always be respectful of the children and staff and use common sense. Do not interrupt the teacher while s/he is working with the children (i.e. circle/group time). Contact your college professor for questions about your assignment. The teachers at the Lab School are NOT responsible for assignment information.**